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Spotlight on Sharon Welsh

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Sharon Welsh was new to state government when she started to work at the Department of Charitable Gaming (DCG) in 2008. Like many people these days, she was transitioning from another profession and wanted to be at the top of her game. She began taking classes in Excel, Word Forms, Word Macros, Publisher, and all things Microsoft Office 2007. Between her fresh perspective and the knowledge gained from her classes, the results were immediately evident.

Bob Sparrow, director of the Enforcement Division of DCG, says, "As a direct result of the training afforded by Debbie Dean at Training at the Tower, Sharon has been able to



upgrade our division's case reports and recordkeeping capabilities to a level which we have never attained before. The training, plus Sharon's desire and work ethic has brought our division to that of a top-level agency!"

"I feel like the knowledge I've gained has enabled me to achieve much for the people I work with," says Sharon. "We have saved man hours, increased efficiency, and made the mass of data we collect much easier to find and work with."

Keep Employees Motivated with Continuing Education

One key factor in employee motivation and retention is the opportunity employees want to continue to grow and develop job and career enhancing skills. In fact, opportunities for growth and career development through training is available at Training at the Tower for all employees in any cabinet.



Motivated and happy employees will work smarter and get more done.

Formatting Headers or Footers Across Many Sections

Headers and footers are areas in the top, bottom, and side margins of each page in a document.

You can insert or change text or graphics in headers and footers. For example, you can add page numbers, the time and date, a company logo, the document title or file name, or the author's name.

What do you want to do?

Insert the same header or footer on each page

Microsoft Office Word 2007 includes many predesigned headers or footers that you can insert into your document. Or you can create a header or footer from scratch. See information later in this article for steps to include the following popular items in the header or footer: [page number](#), [file name](#), [document title](#), [author's name](#), or [other document property](#) [current date](#).

Make the first page header or footer different from the rest of the pages

On the first page of the document, double click the header or footer area.

Under Header & Footer Tools, on the Design tab, in the Options group, select the Different First Page check box.

Note If your document includes a cover page from the gallery of cover pages in Office Word 2007, the Different First Page option is already turned on. Inserting or editing a header or footer on this page does not affect the other pages in the document.

Create a header or footer, or make changes to the existing header or footer, on the first page.

Use no header or footer on the first page

On the first page of the document, double click the header or footer area.

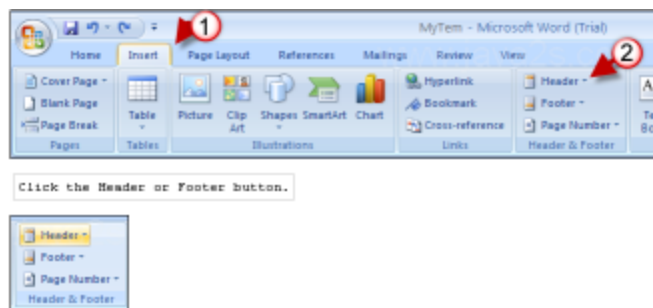
Under Header & Footer Tools, on the Design tab, in the Options group, select the Different First Page check box.

Note If the Different First Page check box is already checked, do not clear it. Go on to the next step.

In the First Page Header or First Page Footer area, delete the contents of the header or footer.

For additional help, please access the Microsoft site:

<http://office.microsoft.com/en-us/word/CH100626181033.aspx>



InfoPath

In InfoPath, you can do the following:

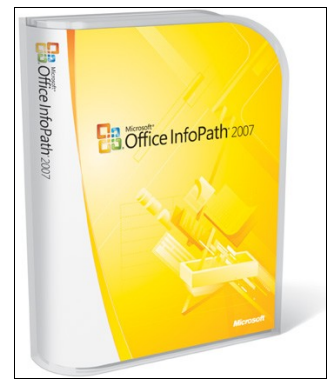
Design form templates:

- You can design and publish interactive, user-friendly form templates in design mode (design mode: The InfoPath design environment in which you can create or modify a form template.). In addition to inserting standard form controls, such as text boxes or list boxes, on a form template, you can insert controls that offer users the flexibility to add, remove, replace, or hide sections (section: A control on a form that contains other controls.) of a form.
- The form templates that you design can range from simple form templates for collecting data from your immediate team to complex form templates that are part of a much larger business process. InfoPath form templates can be used on their own, or you can design them to work with existing databases or Web services.
- Form templates can be published to and accessed from a common location on a company network, such as a shared folder, a Web server, or a library located on a Microsoft Windows SharePoint Services site. In addition, if you have access to a server running InfoPath Forms Services, you can design a single form template that can be filled out either in InfoPath, in a Web browser, or on a mobile device.

Fill out forms:

- Users can fill out forms that are based on the form templates that are created in design mode. When filling out a form in InfoPath, users can use familiar, document-like features. For example, they can check spelling in their form or insert formatted text and graphics into certain fields. Depending on the design of the form template, users may also be able to merge the data from multiple forms into a single form or export the data to other programs.
- If a form template is browser-enabled (browser-enabled form template: A browser-compatible form template that has been published to a server running InfoPath Forms Services, and that has been browser-enabled so that users can both display and fill out the form in a Web browser.), users who don't have InfoPath installed on their computer can fill out the form in a Web browser or on a mobile device instead.

If you want to work with InfoPath, especially if you are utilizing SharePoint, watch for classes in March.



You can design and publish interactive, user-friendly form templates in InfoPath. Classes coming in March.

A Great SharePoint End-User Site

<http://www.endusersharepoint.com/>



Basic Computer Literacy

Files and navigation: You should know where the files you use are stored on your computer, as well as what they are. For example, when you download a file from the Web, do you know where it goes? Do you know that a file with a .doc extension was created by Microsoft Word, while a .jpg file is a picture? Do you know how to copy, move and delete files?

•What things are called: When you're discussing something happening on your computer, you need to know the names of its various hardware and software components, particularly when asking for help. You should know that a computer's memory is not the same as its hard drive; that Windows Explorer is different from Internet Explorer; and that a Web browser is different from "the Internet."

•Mouse and keyboard: You should know basic keyboard commands — for example, Control C for Copy, Control V for Paste, Control X for cut, among others (you'd use the Command key on a Mac). You should also know how to highlight, copy, cut and paste using the mouse. Finally, you should know about right-clicking the mouse to bring up pop-up menus.

•Basic hardware: While you don't need to be able to assemble your own PC, you should know that files are stored permanently on the hard drive; that memory is where programs run and data is created; that your video card is what generates the picture you see on your monitor.

•How to get online: You need to know how to connect to the Internet and how to use the basic functions of your Web browser. If you have a portable computer, you should be able to connect to public Wi-Fi hot spots.

•How to search: Once you're online, you should know how to search for something via Google, Bing or another search engine. That includes simple search techniques, such as putting multiple words inside quote marks to search for an exact phrase.

•Security: Do not click on e-mail attachments you weren't expecting (even from people you know), or random links in an e-mail. Do not use passwords that are easy to guess and do not share log-in information. Keep your antivirus and antispyware software updated, along with patches and fixes for your operating system and programs.

•How to get help: You should know how to use the help features on your computer. There are help files for the operating system, as well as for each application. You should also know how to find support information on the Web site of your computer's manufacturer.

•Program basics: You should know the basic functions in the programs you use most often. For example, can you attach a file to an e-mail? Use File > Save As... to save a Word document in a different format? Reduce the size of a digital photo before you e-mail it? **GSC** has an excellent online learning library so that employees may go to their site to practice during their lull time at work. The address is: <http://personnel.ky.gov/gsc/elearning/compttrain.htm> .

Please utilize the GSC site if you are learning to get around in a computer.





Outlook Tips: Copy names and addresses

An employee had this question: *"I occasionally need to copy the name, title, company and address of an individual contact to a Word or Excel document. Or in some cases all of the data I have for a contact. Is there a way to do that without copying line by line. It seems like there should be a way to copy and paste all of the data for a contact with a single command - but I have not found it."*

This tutorial shows you how to create a custom view that shows just the name and mailing address in the view so that you can copy it for use in other programs.

1. If the Advanced toolbar is not visible in your Outlook, right click anywhere on the toolbar area to show it. (This makes it easier to access views.)
2. Next, select Define views from the Current view selector.
3. Copy the Address card view and rename it. (I used "Mailing Address Card")
4. Once you click OK on the new view dialog, the Customize View dialog opens.
5. Click on Fields.
6. Remove all fields in the view except File As and Mailing Address.
7. Apply the view and return to Outlook.
8. Select the contact. If you want to copy multiple addresses, use the Shift or Control keys and select the first and last contact.
9. Press **Ctrl+C** to copy. The right click menu will not offer Copy.
10. Paste into the application where you need the list.

Tip: If you paste into Word, you'll need to use Paste Special as Text, otherwise, you'll paste the actual Contacts as OLE objects. Or first paste into Notepad, then copy from Notepad to paste into Word.

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If you do this often, get **PureText** from: <http://www.stevemiller.net/puretext/>
This tool is good to have for pasting into SharePoint Web sites.

Notes: If you edit the Address card view too much, field names may be included in the copy/paste:

Billy Joe Jackson

Mailing Address: 3750 Ash St
There, OH 44078

If this happens to you, delete the view and make a new one.

If you use the Full Name field instead of File As, the field name will show.

While its easy enough to remove, even on many contacts (using Search and Replace), see Change Contacts "File As" format to change the file as format to First name Last name on all contacts.

Phone: 502-564-5174, ext. 113
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What is a SharePoint List?

A SharePoint list is a collection of similar items. A list contains columns or fields that define the item data or metadata schema. Each item stored in a list shares the same schema.

Technically lists also include libraries, but libraries are often seen as separate from lists or at least specialized forms of lists. In lists items are defined by metadata or the columns of a list with documents being attached to that metadata. In a library a document is the item with library metadata supporting the document.

Lists in SharePoint resemble database tables in structure and behavior. Lists support various field or data types, and can have triggers that react to list events such as creating, updating or deleting items. In addition lists can be configured to filter, sort or group items based on item data or properties.

SharePoint lists also support various methods of visualization, both in the display of data and in the editing or entry of item data.

Lists in SharePoint are based on list templates, such as document libraries, calendars, contact lists, picture libraries, and others, that define the schema for new lists. You can create multiple lists based on a single list template.

You can also attach workflows to lists, allowing more complex behavior of lists and libraries.

Finally, lists can support content types, a new feature in version 3 of the SharePoint product range. Content types define a schema for items that are more independent from the lists in which they reside.

What is a SharePoint Group?

A SharePoint group is a collection of usernames and group names that can be given permissions to a SharePoint site or parts of a SharePoint site. Groups are defined for the entire site collection, but can be given permissions on any child site of the site collection.

SharePoint Groups can contain user names and groups from Active Directory or from a custom security provider.

There are three default SharePoint groups: the owners, members, and visitors of a site. These are called associated groups.

What is a SharePoint View?

A SharePoint view is a display of data from a SharePoint list. A view determines both the data to be displayed and rendering of that data. Views can be created by the user or the list administrators.

The view comprises information about which metadata or list columns should be included. In addition views support grouping, sorting, and filtering. Views can also be used to aggregate data within a list such as summing up values in a column, averaging values, or other aggregation functions.

A list supports multiple views allowing for users to create views tailored to the information display they need. Views can also be personalized meaning that each user can maintain their own views that are unique to them and not available to anyone else.

View definitions

Views are defined using the View schema of Collaborative Application Markup Language (CAML) combined with the Query schema for filtering, grouping, and sorting support. The definition can be included in the list template of a SharePoint list but can also be added through the web interface after the list has been provisioned.

View pages

Views are created from page templates written in ASP.net. These page templates can be authored using any development environment, including Visual Studio and SharePoint Designer 2007. Multiple views can be created from the same template. Modifications to the template will then affect all views that are created from the page template.



February 2010

February 2010						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 2010						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 31	Feb 1	2	3	4	5	6
		SharePoint Project	Access 2007 5	SharePoint End User		
7	8	9	10	11	12	13
	Word 2007 1	Excel 2007 1	Access 2003 1	Excel 2003 1		
14	15	16	17	18	19	20
	Word 2003 1	Excel 2007 2	Access 2003 2	Excel 2003 2		
21	22	23	24	25	26	27
	Word 2007 2	Excel 2007 3	Access 2003 3	Excel 2003 3		
28	Mar 1	2	3	4	5	6

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